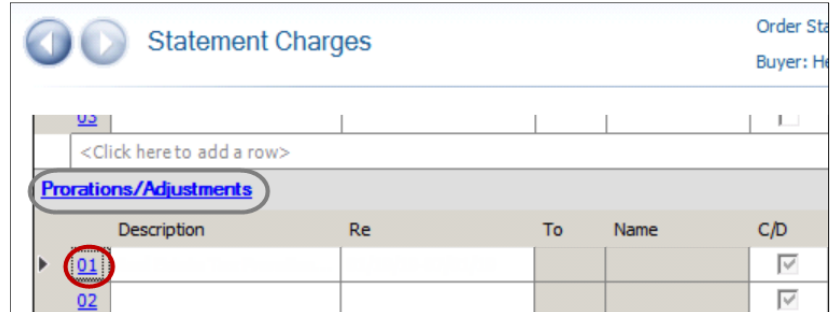


Follow these steps to enter your tax proration on the Commercial Settlement Statement (CSS).

1. Navigate to the **Statement Charges** screen > **Prorations/Adjustments** section
2. Click the **Line** number link of the next available blank line



Statement Charges

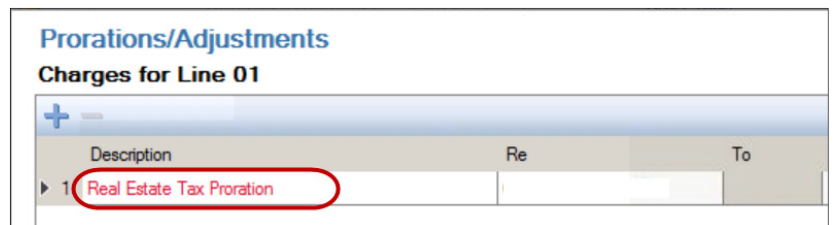
Order Sta
Buyer: H

<Click here to add a row>

Prorations/Adjustments

Description	Re	To	Name	C/D
01				<input checked="" type="checkbox"/>
02				<input checked="" type="checkbox"/>

3. In the grid, enter your **Description**



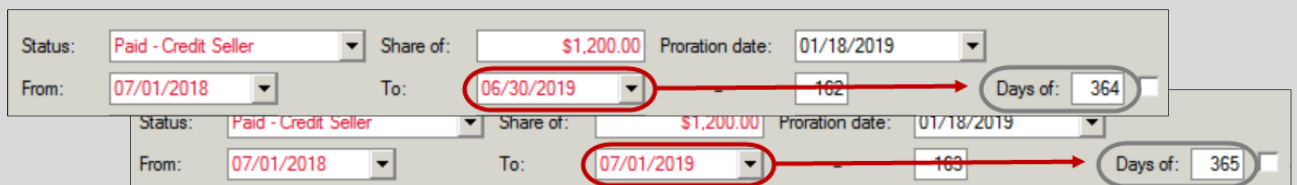
Prorations/Adjustments

Charges for Line 01

Description	Re	To
1 Real Estate Tax Proration		

4. On the **Proration Calculation** tab, enter or select,
 - a) **Status** = select the applicable entry (in our example the Seller paid the taxes prior to closing and we selected **Paid – Seller Credit**)
 - b) **Share of** = amount to be prorated
 - c) **Proration date** = verify; the default is to populate the settlement date
 - d) **From** = first day of tax period
 - e) **To** = tax period end date **plus one**

NOTE: In our example, the tax period dates are 07/01/18 thru 06/30/19. The end date entered is 07/01/19 to account for the full **365** days (through midnight of 6/30).



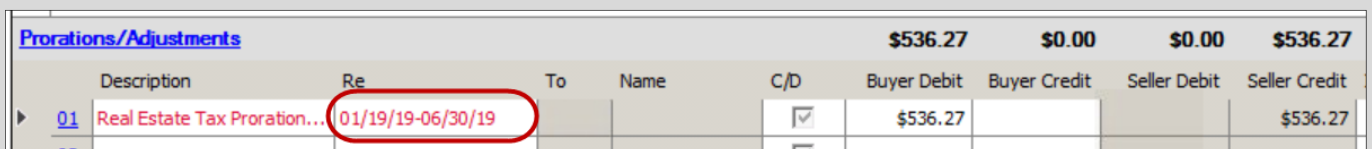
Status: Paid - Credit Seller Share of: \$1,200.00 Proration date: 01/18/2019

From: 07/01/2018 To: 06/30/2019 Days of: 364

Status: Paid - Credit Seller Share of: \$1,200.00 Proration date: 01/18/2019

From: 07/01/2018 To: 07/01/2019 Days of: 365

The dates selected here are shown in the **RE** field of the charge line. If needed, this can be overwritten without affecting your calculation (i.e., in our example we want to show the end date of the tax period as 06/30/2019).



Prorations/Adjustments

Description	Re	To	Name	C/D	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit
01 Real Estate Tax Proration...	01/19/19-06/30/19			<input checked="" type="checkbox"/>	\$536.27			\$536.27

Entering Tax Prorations on a CSS

f) If you want your calculation based on a 30-day month, check the **30 day months** check box

Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit
1 Real Estate Tax Proration	01/19/19-07/01/19		\$535.89			\$535.89

Proration Calculation | Details | Payors | Payees

Status: a Paid - Credit Seller Share of: b \$1,200.00 Proration date: c 01/18/2019
From: d 07/01/2018 To: e 07/01/2019 = 163 Days of: 365 f ☐ 30 day months
Per diem: 3.287671 That the Buyers Must pay for:

NOTE: You can adjust the **Per diem** if you want it rounded to two decimal places. Changing the number of decimal places recalculates the prorated amounts shown for the Buyer/Seller.

Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit
1 Real Estate Tax Proration - Summer	01/19/19-07/01/19		\$536.27			\$536.27

Proration Calculation | Details | Payors | Payees

Status: Paid - Credit Seller Share of: \$1,200.00 Proration date: 01/18/2019
From: 07/01/2018 To: 07/01/2019 = 163 Days of: 365 ☐ 30 day months
Per diem: 3.290000 That the Buyers Must pay for:

5. Click the **Close** button